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ABSTRACT

This book discusses, in non-technical terms, how language contributes to and expresses discrimination in relation to race/ethnicity, sex, and disability. It provides guidelines and practical suggestions on how to avoid discriminatory language in relation to these areas and is primarily addressed to writers, editors, and public speakers who are concerned about the issue of discriminatory language and who are in need of advice on the matter. The book's three major sections are on language and discrimination; guidelines for the use of non-discriminatory language; and writing guidelines respectively. Divided among those sections are eight chapters as follows: (1) What is discriminatory language? (2) Should discriminatory language be avoided?; (3) How to use the guidelines; (4) Discriminatory language in published texts; (5) Fair representation of racial and ethnic minorities; (6) Fair representation of the sexes; (7) Fair representation of people with disabilities; and (8) Writing guidelines for the use of non-discriminatory language. A glossary, 28 references, and a 48-item bibliography are attached. (SR)

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